

**Carlos Hernandez**  
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Council President

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## CITY OF HIALEAH

### COMPLAINT OFFICER I APPLICATION CHECKLIST

**APPLICANT NAME:** \_\_\_\_\_

Applications will only be accepted if all the required documentation listed below is submitted with the checklist to the **Human Resources Department, 501 Palm Ave, 3<sup>rd</sup> Floor, Hialeah, FL 33010.**

Office hours: 8:30 a.m. to 5:00 p.m. Monday through Friday.

**Print this page out and bring all required documents.**

ITEM #	ITEM	DESCRIPTION	RECEIVED
1.	Full Time Employment Application.	<b>Found on <a href="http://www.hialeahfl.gov">www.hialeahfl.gov</a> Required. Two (2) copies.</b> Must be completed in its entirety.	
2.	Verification of Naturalization	If applicable. Original and two (2) copies.	
3.	High School Diploma or Equivalent or higher degree if applicable.	Original and two (2) copies. <b>Required.</b>	
4.	Social Security Card	Original and two (2) copies. <b>Required.</b>	
5.	Birth Certificate (If born in the U.S) or Proof of Citizenship (U.S Passport) or residency (Resident Card).	Original and two (2) copies. <b>Required.</b>	
6.	Driver's License	Original and two (2) copies. <b>Required.</b>	

The City of Hialeah is an equal opportunity/drug free employer and does not discriminate on the basis of an individual's race, ethnicity, sex, condition related to sex (pregnancy), color, religion, national origin, age, disability, marital status, familial status, citizenship, intending citizenship status and/or sexual orientation. The City of Hialeah will provide reasonable accommodations, due to any disability, for all applicants and employees. To request this material in accessible format, sign language interpreters, information on access for persons with disabilities, and/or any accommodation to review any document or participate in any City sponsored proceeding, please contact 305-883-5820, two days in advance, to initiate your request. TTY users may also call 711 (Florida Relay Service). Please let us know if you require any special accommodations before any test and/or interview.